MEAD PUBLIC LIBRARY
HR COMMITTEE MEETING

February 14, 2024 at 9:00 AM

Mead Public Library, Board Room, 710 N 8th Street

Present committee members: Andre Walton (Chair), Meg Albrinck (virtual), and Kathie Norman. Others present: Barbara Alvarez, Jim Hollister, and Maeve Quinn. City staff present: Garrett Erickson, Kelly Hendee (Human Resources), and Pattie Pilz

OPENING OF MEETING

1. Call to Order and Determination of Quorum
   Walton called the meeting to order at 9:04 a.m. and determined a quorum.

2. Minutes
   Norman made a motion to approve the November 13, 2023, minutes. Albrinck seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Staff Handbook
   Hendee to create a draft appendix to the 2024 City of Sheboygan Handbook to note differences between Mead and City employees. Such differences may include: Mead's employee grievance and appeal procedure, evaluation process, hours of operation, holiday calendar, paid time off, etc. The appendix would note that the Board of Trustees oversees the library director per Chapter 43 of the Wisconsin State Statutes. Upon approval by the HR Committee, the draft will be shared with the Board of Trustees for review and approval. Erickson to work with Hendee on the addendum.

   Norman made a motion to recommend to the full Board of Trustees a request to incorporate a Mead appendix into the City of Sheboygan Employee Handbook. Albrinck seconded. Motion passed.

4. Job Descriptions
   The HR Committee reviewed the newly created Library Security Monitor (.50 FTE) job description. This is new part-time position will report to the Public Services Manager. The main duties will be policy enforcement during the evenings and weekends. Hendee will add "in consultation with our Public Safety Specialist" language to the Library Security Monitor position. After draft approval by the Board of Trustees, Carlson-Dettmann Consulting will review to make sure the position is in the correct compensation structure based on job description criteria. Hendee stated Carlson-Dettmann Consulting turns job descriptions around in 2-weeks.

   Erickson recommended that three Program Specialist titles be changed to Associate Librarian. This position does not require a Master's of Library Science degree. Duties of this position will fill the gap between a Librarian and Library Assistant. Erickson to bring the Associate Librarian position description to the next Board of Trustees meeting for review.

   Erickson noted that both revised job titles and descriptions will be aligned with titles and descriptions

used by DPI.

Quinn made a motion to recommend to the Board of Trustees to approve the Library Security Monitor Job Description draft. Albrinck seconded. Motion passed.

5. Table of Organization
   The Table of Organization will be brought to the Board of Trustees for review and approval.

UPCOMING MEETINGS

6. Next Meeting Date: We will meet as needed.

ADJOURN

7. Motion to Adjourn
   Walton adjourned the meeting at 10:15 a.m.

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall • Mead Public Library
Sheboygan County Administration Building • City's website